



Member Record Book Outline:

A guide for completion and success

Organization:

- A 1 inch 3 ring binder to keep your records in
- Tab organizers to separate sections

Forms:

- **Member record book cover page**-fill in name and club (Scotts Busy Youth)
- **Record book instructions** (page #1 in your record book-please make sure to include this page)
- **Section 1:**
 - **Title page**-complete at home. Please include a photo of yourself and complete the requested personal information
- **Section 2:**
 - **4-H participation summary**-make sure to enter the name of your club, and complete 1 row (that corresponds to your age as of Jan. 1 of this year). It is okay if there are blank rows. **Before adding your meeting attendance please verify how many club meetings you have attended with your community club leader.**
 - **4-H participation details**-please include any activities you have been involved with in 4-H at the club or county level. These may include community services, fundraisers, or a club officer role
 - **4-H award recognition**-this is for awards you have received from your record book. It's okay to leave this page blank if you have never applied for or received any awards. **THESE ARE NOT PLACINGS OR TROPHIES FROM THE FAIR**
 - **4-H Promotion**-list any promotional activities you have done to promote 4-H to the public
 - **Activities outside of 4-H**-things you do in your home or community that are responsibilities or involvement
- **Section 3:**
 - **4-H project summary**-list each project you have taken (if you have never completed a record book, it is ok to start with the projects you are signed up for this year) and put an X in the column for each year

you have exhibited that project (the first column should be dated the first year you completed a record book-or the current year, if this is your first time)

- **Project record form**-should be completed for each project you are signed up for (both still exhibit and livestock). More copies can be found online at the 4-H website (I will list the link at the end of this document).
- **Section 4:**
 - **My 4-H Story**- a written or typed response to the questions listed. Parents may help younger children.

Link to the record book online for more forms:

<https://www.canr.msu.edu/kalamazoo/uploads/project%20record%20form%20fillable2>

Completion:

Upon completion of the Member Record Book, it should be entered at the fair for judging (you will sign up for this as a project, when you sign up for other projects in June. The Member Record Book is found in Department 82)

Success:

After entering your Member Record Book at the fair for judging, you can now apply for awards. These awards are project specific and require a 1 page application to be completed and returned to the 4-H office or your club leader by the 4th Friday in October. The Leader's Council will judge your Record Book again and give awards to those who applied.

Award applications:

<https://www.canr.msu.edu/kalamazoo/uploads/Kalamazoo%20Co%204H%20Member%20Award%20Application%202024.pdf>

Please reach out to a leader with any questions or concerns.

We want to help you succeed!

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